



OFFICE OF ARTS & CULTURE

SEATTLE

Ed Murray, Mayor  
City of Seattle

Randy Engstrom, Director  
Office of Arts & Culture

## 2016-2017 Civic Partner Program Funding for Arts, Cultural & Heritage Organizations

### Guidelines

Applications are online at:

[www.culturegrants-wa.org](http://www.culturegrants-wa.org)

**DEADLINE:**

**Tuesday, June 30, 2015 - 11:00 p.m. online**

Any attachments or work samples sent separately must be  
received at the Office of Arts & Culture by 5:00 p.m., June 30, 2015  
or postmarked by the U.S. Postal Service by June 30, 2015.

**Kathy Hsieh, Program Manager**  
**(206) 733-9926 – [kathy.hsieh@seattle.gov](mailto:kathy.hsieh@seattle.gov)**

#### Office of Arts & Culture

*The Office of Arts & Culture envisions a city driven by creativity that provides the opportunity for everyone to engage in diverse arts and cultural experiences.*

*Street Address*  
700 Fifth Avenue, Suite 1766  
[Do not mail to street address.]

*Mailing Address*  
P.O. Box 94748  
Seattle, WA 98124-4748

Phone: (206) 684-7171  
Fax: (206) 684-7172

TDD: (800) 833-6388  
Tele-Braille: (800) 833-6385

For additional information about funding opportunities and the Office of Arts & Culture, visit our Website at [www.seattle.gov/arts](http://www.seattle.gov/arts), where you can subscribe to our monthly e-newsletter

## ***ONLINE Application***

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The Office of Arts & Culture uses a “green” online application to save copying, paper, postage and time. It allows individuals and organizations to apply virtually, enabling applicants to build and maintain an online library of their information, key documents, work samples and past applications.

### **TIPS FOR SUCCESS**

All funding programs are highly competitive. We encourage you to:

- **read the guidelines and follow the online instructions carefully,**
- **start early** so you can plan ahead and complete the application on time,
- **attend an information session** to get in-person guidance and hear other applicants’ questions, especially if you are a first-time applicant, and/or view the online video (available after May 21),
- **talk with the program manager** about any questions, or to review your draft application,
- **save often and be sure to re-read and preview your work** before you submit,
- **submit your application before the deadline** so you have time to deal with any technical issues.

Getting started is easy – go to <http://www.seattle.gov/arts/funding/organizations.asp> and start your new application. If this is your first time applying to our Office, please follow the easy directions to set up your organization’s account. If you are a current Civic Partner or have applied for any of our primary grants in the past, please use your existing account to access the new application.

Call Kathy Hsieh at (206) 733-9926 or e-mail at [kathy.hsieh@seattle.gov](mailto:kathy.hsieh@seattle.gov) if you need assistance.

## **Workshops and Technical Assistance**

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### **Free Information Sessions**

Learn how to submit a strong application. These interactive question-and-answer sessions will cover specifics on eligibility and how to apply plus special focus on what’s new. The 3-hour sessions provide more hands-on guidance about the new elements of the application process including a deeper focus on racial equity. All applicants are strongly encouraged to attend a workshop or view the workshop video (available after May 21) to increase your potential for receiving funding.

**Registration is required** as space is limited. Please contact Kathy Hsieh at [kathy.hsieh@seattle.gov](mailto:kathy.hsieh@seattle.gov) or (206) 733-9926.

**Tuesday, May 12, 6 - 9 p.m.**  
El Centro de la Raza, Room 106  
2524 16<sup>th</sup> Ave S on Seattle’s Beacon Hill

**Thursday, May 21, 2 - 5 p.m.**  
Seattle Municipal Tower, Suite 4080  
700 5<sup>th</sup> Avenue in Downtown Seattle

**Tuesday, May 19, 10 a.m. – noon**  
Seattle Municipal Tower, Suite 1756  
700 5<sup>th</sup> Avenue in Downtown Seattle

**Wednesday, June 3, 6 – 8 p.m.**  
El Centro de la Raza, Room 106  
2524 16<sup>th</sup> Ave S on Seattle’s Beacon Hill

## Civic Partner Program Overview

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The Civic Partner Program awards a two-year commitment for funding to Seattle arts, heritage and cultural organizations, plus arts service organizations with a minimum three-year history of serving Seattle residents and visitors. Civic Partners include major institutions serving the entire region, established organizations serving a more specialized cultural or community niche, and many small or emerging organizations. Funding is awarded based on the entire organization, not just a single project.

Funding supports organizations' core programs and operations, aids in planning and attracting other supporters, and helps underwrite public access to a variety of quality arts and cultural opportunities. The Civic Partner program aims to help sustain established organizations over time, while also fostering emerging organizations.

Civic Partner designation recognizes that, in addition to their intrinsic cultural value, Seattle's arts, heritage, cultural and service organizations are multi-faceted civic assets:

- national and local cultural leaders and innovators;
- educators in and outside of schools;
- developers and managers of community gathering spaces;
- storytellers and facilitators of civic dialogue;
- employers, tax payers and business entrepreneurs;
- attractions for a talented workforce and thousands of cultural tourists;
- tradition-bearers for Seattle's increasingly diverse residents.

In 2014, we awarded \$1.7 million to 158 Seattle-based arts, heritage and cultural organizations through the Civic Partners program and 9 arts service organizations designated as Community Partners. Funded programs engaged more than 15,855 volunteer and paid artists, serving an audience of almost 1.4 million people, including 168,272 students and youth and provided 272,390 free admissions. Nearly 43 percent of the funded projects either involved artists of color or served communities of color at some level.

Median 2015 Civic Partner Allocation      \$            3,155

## What We Can and Cannot Support

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Civic Partner funds may be used to support annual operating and program costs (staff, artist and other professional fees, facilities, outreach, etc.) relating to an organization's cultural services which are accessible to and provide **public benefit** to Seattle residents and visitors. These will be your core programs and services; they do not have to be new programs or projects.

### **Civic Partner awards may not be used for**

- events not accessible to the public;
- capital improvements or purchase of equipment;
- school, college and university departments or programs which are part of regular or extra-curricular school programs;
- religious services, or events or presentations in which fundraising is the primary purpose.

## Eligibility

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**To apply for Civic Partner support, an organization must have its primary location in Seattle** and have:

- a mission and programs centered on arts and culture or the histories of Seattle's peoples and places;
- a minimum three-year history of continuous operation and cultural accomplishment serving Seattle residents. (Organizations may apply in their third year, provided their third fiscal year will end no later than December 31, 2015.);
- a not-for-profit business structure; and
- at least one ongoing cultural program open to the public in Seattle.

Seattle arts, heritage and cultural organizations, plus arts service organizations are eligible to apply.

**Arts and culture organizations** are defined as non-profit groups that provide as their *primary mission* regular cultural programs or services, which may include producing or presenting a series or annual program of performances, exhibitions, media presentations, festivals, readings, or literary publications.

**Producing** is a primary focus on direct creation, production, performance or exhibition of arts; **presenting** is a primary focus on organizing, selecting or curating and contracting a series, season or festival of performances or events created by other artists and producing groups.

- **Non-profit organizations that include arts as a primary and major focus of a larger mission** may apply, but must show only arts and cultural programs and finances in the application and documents.
- **Neighborhood Arts Councils** should apply to the Neighborhood and Community Arts program.
- **Community-based cultural groups** may apply to Civic Partners.  
Organizations receiving Civic Partner funding are not eligible to receive project funding through smART ventures or Neighborhood and Community Arts.
- **Nonprofit non-cultural organizations** (i.e., civic organizations, community groups) should apply to the Office of Arts & Culture's smART ventures or Neighborhood and Community Arts programs.

**Heritage organizations** operate a heritage facility or site or has as its mission to contribute to the education of the public about the histories of people and places in Seattle or the collection, exhibition, interpretation, preservation, or protection of resources relating to this history. .

**Arts Service organizations** provide education and training and professional services such as administrative support, information resources or technical assistance to a variety of arts professionals, organizations or disciplines. They may promote arts education or access for special populations, ethnic communities and underserved communities.

**Not-for-profit structure:** Eligible organizations should be "non-profit" or "not-for-profit" in that net earnings are all put back into programs and operations to further the organization's mission. Federal 501(c)(3) tax-exempt status is not required.

**Organizations in their third year** means organizations whose first full year of operation and "seasonal" or annual programming began no later than January 1, 2013. If selected for funding, you may be asked to provide updated financials for your completed 2015 fiscal year.

## Evaluation Criteria

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The Civic Partner Program invests in the broad cultural community, helping organizations make a rich variety of arts, heritage and culture opportunities accessible to Seattle residents and visitors. Through this and all our programs, we are committed to removing barriers to participation and involving diverse cultures and underserved audiences and artists.

**The following three core evaluation criteria are considered in the review of applications.**

### **1. Public Access and Benefit: Constituents, Community, Audience Served (40 points)**

Excellent (38-40 points), Very Good (35-37 points), Good (31-34 points),  
Adequate (21-30 points), Questionable (11-20 points), Unacceptable (0-10 points)

- Provides opportunities for community participation - audience, artists, volunteers, donors, collaborators, supporters.
- Diversifies the arts & cultural activities available within the City.
- Clearly identifies audience, constituents served and reach is appropriate in relation to budget.
- Offers cultural, geographic, economic or physical access to Seattle residents and visitors.
- Creates meaningful arts experiences that reflect and are relevant to Seattle's diverse population.

### **2. Merit and Impact of Program in Relation to a Stated Artistic/Cultural Mission (35 points)**

Excellent (33-35 points), Very Good (30-32 points), Good (26-29 points),  
Adequate (18-25 points), Questionable (11-17 points), Unacceptable (0-10 points)

- Clarity of mission and goals.
- Quality of programs, achievement of mission and goals.
- Demonstrated skills, experience of artistic/program leadership in relation to stated mission.
- Significant role of artists/cultural workers in organizational activities.
- Recognized contribution and impact to arts discipline and/or cultural/heritage community.

### **3. Organizational Soundness and Capacity (20 points)**

Excellent (19-20 points), Very Good (16-18 points), Good (13-15 points),  
Adequate (9-12 points), Questionable (5-8 points), Unacceptable (0-4 points)

- Experience and credentials of artistic, management and board personnel.
- Realistic budgets.
- Fiscal strength and stability plus accountability.
- Diverse mix of operating resources.
- Consistent level of program activity.

### **NEW! Racial Equity Assessment (5 points)**

This section counts for 5 points in your overall application score. All applicants who submit an honest and thoughtful response (2 pages max) to the questions listed on p. 9 of these Guidelines will receive the full 5 points. We are looking for an honest assessment of where organizations are and what support they need in their racial equity efforts. We encourage the leadership, including board members, to complete this section. This sheet will not be seen by panelists, so it will not be part of the subjective review of your application. It will only be reviewed by Office of Arts & Culture and Office for Civil Rights staff.

Please reference our **Commitment to Racial Equity** statement on the final page of these guidelines.

*Important:*

Please note that this funding program has become progressively more competitive over the years (a much higher number of applicants for a level amount of available funding).

**We can no longer guarantee that those who have been funded continuously in the past will continue to receive funding.**

The best way to increase your chances, is to submit your strongest application possible by attending an information session and starting on your application as early as possible so that you have time to review or get assistance before submitting.

Whether or not you are funded, we encourage you to call the program manager and ask for **feedback from the peer panel evaluation**. This is a chance to learn how you can create a more competitive application.

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## **Application Review, Notification and Funding Timeline**

Following the deadline, all applications will be screened by the program manager for eligibility and completeness. Staff does not evaluate the content of applications. You are responsible for the quality and completeness of your proposal.

Organizations are recommended for Civic Partner funding by an independent peer panel composed of professionals from the cultural field and community representatives. Panels are selected for broad expertise in artistic disciplines and not-for-profit business practices, experience in the cultural community, and diversity of viewpoints. Panel recommendations are forwarded to the Seattle Arts Commission, a 16-member advisory group, for final approval.

Following the Arts Commission's vote, staff will send notice of the decision to all applicants. **Applicants may expect to receive notice by December 2015.** Staff cannot release information prior to the Arts Commission vote.

Civic Partner funding allocations are based on a combination of budget size (based on total annual operating income averaged over three years), previous funding history and peer panel score from the grant review process. All funded Civic Partner organizations will receive notice of their awarded amount and instructions for contracting for funding in the first quarter of calendar year 2016.

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December 2015	Applicants are notified whether they have been approved for Civic Partner funding for 2016 and 2017.
February 2016	Civic Partner funding award amounts determined. Recipients are notified and contracting begins.
Calendar years 2016 & 2017	All Civic Partner organizations will work with staff within each of these two calendar years to develop a contract for services representing "public benefit" resulting from the funding.

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## General Tips on Preparing Your Application

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### **Read The Guidelines Carefully. Be Sure You Allow Enough Time.**

We know you are multi-tasking. Take the time ahead to organize – especially the parts of the application that may depend on other people's help (like the racial equity assessment, financials or work samples).

- Do you have copies of all required attachments prepared as requested?
- Try to allow time enough for a colleague to read your application and give you feedback.

### **Tell Your Story.**

You do not have to be a professional grant writer to create an effective proposal. Like a good performance or exhibit, a good application tells a story that engages and informs the reader. Use each section of an application to build up your story.

- Use simple, straightforward language.
- Keep the **Evaluation Criteria** in front of you. These are the themes your story should address, and they may give you ideas about what details will make your organization stand out.
- *How does your organization make a difference?* Successful proposals speak to the impact you have on your art form or cultural discipline, on behalf of artists, the audiences you serve, your neighborhood, the city, local history, local identity.
- Numbers tell a story too. Be sure to explain any major changes from year to year. Unexplained deficits and unrealistic budgets make a bad impression and may raise questions about your management or stability.
- Look for specific details or examples that will make your information come alive and create a vivid picture in the reader's mind.

### **Remember Your Audience.**

- Panelists are not impressed by pretentious language and extravagant unsupported claims. Share what is true about your organization rather than saying what you think we want to hear. The panel is made up of your peers who are more likely to reward genuineness over inflated generalizations or camouflaged challenges.
- Be concise, organized and accurate; panelists must read and evaluate 170+ applications. You can make a big impression by being brief.
- BUT assume panelists are reading about you for the first time. It's easy to forget that other people may not know things you take for granted. Tell your story clearly, thoroughly and use specific details.

**Submit your application early.** Follow directions and be sure your application is complete and you are ready to submit in advance of the June 30, 2015 deadline. The online grant won't accept your application if there are any errors or missing information, so leave plenty of time to discover what those might be. Staff is only available on a limited basis until 5 p.m. to respond with any emergency guidance. Plan to submit early, so you have time to deal with last-minute technical issues that may arise.

## Completing the Online Application, Work Samples and Supporting Materials

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As you start the process, it helps to understand that the online "application" is really in three parts:

**Part 1 - Opening your account and completing your "Profile."** This establishes your organization's unique account identity, along with basic contact information, key business information like fiscal year and tax identification number, and your mission and background. The online system will only allow each

organization one account based on your tax ID number. Be sure to use your existing account if you already have one. Contact us immediately if the system says you already have an account, but you don't know how to access it. Using a made-up tax ID number will only 'cause huge problems later, so don't do it.

**Part 2 – “Global Data.”** In this section you will be asked to expand your basic Profile with more in-depth information including multiple years of financial data, information on programs, participants, staff and volunteers. You can also start a library of copies of key documents such as your letter of federal tax exemption, board and staff lists, financial statements. A Work Sample Bank will allow you to store multiple work samples in a variety of media, plus Support Material documents.

You may update your Profile and Global Data any time – especially if your contact information changes.

Please note: For all sections requiring numerical data, you will need to fill in a “0” rather than leaving any box blank. Some pages won't save if there are blank boxes. Also, do not use commas for numerical entries. Some of the boxes will not register any information after a comma so an entry typed in as 10,000 may only show up as 10.

**Part 3 – “Application.”** This section contains the specific requirements for the application you are submitting. Many of these are actually selected from information stored in your Global Data. If you have completed that section, you will choose the required sections; if you have not, you will be directed to the Global Data section to fill in the information. You will then need to go back into the “Application” to complete it.

**You do not have to navigate sequentially (in order of the pages).** Use the navigation bar on the left side of the pages to move around. Fill out whatever you can quickly, and get the “feel” of the site. It helps to skim through all the sections (Profile, Global Data and Application) early on so you have a clear sense of what information you will need to gather and can plan accordingly. **Be sure to save whatever you have entered using the Save Work button at the bottom of each page.** The system does not always auto-save.

## **Work Sample – Required for All Organizations That Are NOT 2015 Civic Partners**

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Current (2015) Civic Partner organizations do not need to submit work samples.

**Organizations that are NOT current Civic Partners – even if you have been funded in the past – are considered “new” organizations and must include a sample of you organization’s work.** Information and tips for how to submit are located in the Work Sample section of Global Data.

*If a work sample is not available or if you have questions - contact Kathy Hsieh at (206) 733-9926, or [kathy.hsieh@seattle.gov](mailto:kathy.hsieh@seattle.gov) well in advance of the application deadline.*

### **IF YOU WANT YOUR WORK SAMPLE BACK:**

Applicants may pick up work samples that are not attached online at the Office of Arts & Culture after receiving notification of the final decision on your application. Applicants who want your work samples returned by mail must include a self-addressed, postage-paid envelope (of appropriate size and with sufficient postage) with your sample(s). Use your own address for the return address to ensure delivery. Work samples without postage will be discarded on December 31, 2015. Every effort is made to ensure safe handling of work samples, but the City of Seattle cannot assume responsibility for loss or damage.



## Support Materials

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All applicants need to submit two support material documents such as a review or support letter, verifying the quality of your artistic, cultural, or heritage work.

## NEW! Racial Equity Assessment

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Please reference our **Commitment to Racial Equity** statement on the final page of these guidelines.

**All applicants are asked to submit a 2-page document via email that is** an honest assessment of where your organization is and what support you need in your racial equity efforts. This section counts for 5 points in your overall application score. All applicants who submit an honest and thoughtful response to these questions (2 pages max) will receive the full 5 points. We encourage the leadership, including board members, to complete this section. This sheet will not be seen by panelists, so it will not be part of the subjective review of your application. It will only be reviewed by Office of Arts & Culture and Office for Civil Rights staff.

**Please email your 2-page document to [Kathy.hsieh@seattle.gov](mailto:Kathy.hsieh@seattle.gov) by June 30, 2015. Please include the phrase “Racial Equity Assessment” in the Subject line of the email.**

### Racial Equity Assessment Questions:

Please describe how your organization is (working to become more) inclusive and equitable, both in terms of internal practices and in programming, partnerships and other work with community. Specifically:

- How does your organization reflect and engage the people and experiences of the racially diverse communities of our region?
- Please identify where, on the Continuum on Becoming a Multicultural, Antiracist Institution\*, you would locate your organization. Consider where your board and staff are in their understanding of institutional and structural racism and your organization’s present roles, as part of the broader community, in achieving racial equity. (This choice will not be used to judge your organization, but rather to give us a sense of how the people of the organization perceive it.) Please explain why you chose this location on the Continuum. Note that some organizations choose to be between two places on the Continuum, and/or may have some functions in one place and others in another.
- What steps have you taken or do you plan to take in order to establish, develop or continue policies, practices and procedures that increase racial equity in the following areas (please speak to all that apply): training, hiring and retention, board development, artist selection, programming, community engagement and partnerships, audience development and demographics, and other organizational work? In which areas are your strengths or assets? In which areas do you have room for growth?

\* **Continuum on Becoming a Multicultural, Antiracist Institution may be downloaded at:**  
<http://www.seattle.gov/arts/funding/organizations.asp>

## SUBMITTING YOUR APPLICATION AND ATTACHMENTS

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The last two pages at the end of the online application are a reminder list of **required attachments** and **“Final Submit.”** Final Submit is a “fail safe” checklist: It will show you a list of any required parts of the application that are incomplete, and you won’t be allowed to submit until you have completed them.

**A COMPLETE APPLICATION** will include the following:

- **Application Cover Page**
- **Organization Profile, Mission and Background**
- **Applicant Information** – key contacts for application and contracting
- **Events-Programs-Services** for 2 years (your last completed and current years)
- **Narrative Statement** which addresses four questions listed in the application
- **Officers of your Board of Directors**
- **Selected Staff Contacts**
- **Three years of data on audience participation, staff, volunteers** (2 past years plus current year)
- **Three years of annual financial information** (2 past years plus current year)

<p><b>PLEASE IGNORE THE SIGNATURE PAGE IN THE PRINTED APPLICATION.</b> <b>A SIGNATURE IS NOT REQUIRED FOR ONLINE SUBMISSION.</b></p>
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#### **ATTACHMENTS**

**A complete application requires the following attachments** (except as noted):

- **IRS determination letter of non-profit status** (not required if your organization does not have federal tax-exempt status and/or you are applying with a fiscal umbrella)
- **Audit, independent financial statement, or IRS form 990** for last completed fiscal year (Only organizations with a budget of \$1,000,000 or more are required to submit a financial document.)
- **Board of Directors List**
- **Staff List** with titles, indicating whether positions are full-time, part-time, volunteer
- **Work Sample** (required ONLY for applicants that are NOT 2015 Civic Partner organizations)
- **Support Material** - All applicants are required to attach two pieces of documentation, such as a review or support letter, verifying the quality of your artistic, cultural, or heritage work.
- **Racial Equity Assessment** – 2-page response to the Racial Equity Questions listed on p. 9 in these Guidelines (this should be emailed to [Kathy.Hsieh@seattle.gov](mailto:Kathy.Hsieh@seattle.gov))

Most attachments can be uploaded and submitted with your application online.

**If you are submitting any attachments separately, they must be**

- **clearly labeled with your organization name and application number,**  
AND
  - **delivered by 5:00 p.m., June 30, 2015**  
(Office of Arts & Culture, 700 5<sup>th</sup> Ave, Suite 1766)
- OR
- **postmarked by the U.S. Postal Service by June 30, 2015**  
(Civic Partners, Office of Arts & Culture, PO Box 94748, Seattle, WA 98124-4748  
DO NOT mail to the street address!)

<p><b>Late Applications Cannot Be Accepted</b> <b>Incomplete Applications May Not Warrant Funding</b></p>
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## **Civic Partner Appeal Process**

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Applicants for the Civic Partner program may appeal the recommendations of the independent Peer Panel. Appeals must be based solely on the information included in the original application.

### **Procedure**

- Applicants wishing to appeal must first contact the staff member responsible for the program to review the decision and hear a summary of the Peer Panel feedback.
- Appeals must be sent in writing to the Director of the Office of Arts & Culture within 30 days of formal notice of the Commission-approved decision.
- The Director shall consult with members of the Civic Partners Peer Panel for input in making his/her final decision.
- If the Director accepts the appeal request, the organization will be awarded Civic Partner status.
- A rejection by the director is final and ends the appeal process.
- The Director will notify the applicant of his/her final decision in writing.

## **Obligations of Award Recipients**

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### **Acknowledgement**

Organizations and individuals receiving awards from the Office of Arts & Culture must acknowledge the City of Seattle's support in printed materials, signage visible to the public, via social media or in other ways appropriate to the project. The Office will supply preferred wording and logos in electronic format.

### **Public Benefit**

State law authorizes the purchase of services on behalf of the public, but not the donation of public money to organizations or individuals. Funded organizations and individuals must provide public benefits to citizens of Seattle as a condition of their funding.

### **Seattle Business License and Washington State UBI Number Are Required for Payment**

Individuals and organizations awarded funds from the Office of Arts & Culture must have a Seattle business license and a Washington state Unified Business Identification (UBI) number prior to receiving final payment. **(The business license and UBI numbers are NOT needed to apply for funds.)**

### **Contracts and Payment**

After funding recommendations are approved, the Office of Arts & Culture staff will work with the applicant to develop a contract in each of the two funded calendar years, including a scope of services (public benefit). These contracts will govern project evaluation and the payment of funds. Contractors are paid on a reimbursement basis after projects are completed.

## **Seattle Office of Arts & Cultural Affairs Funding Policies**

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### **Application Materials Are Public Information**

Applications submitted to the Office of Arts & Culture become public information. Members of the public may see and copy them if they make a formal request. This is required by the Washington State Public Disclosure Act (PDA:RCW 42.17). To request a copy of the act, contact the State of Washington Code Revisers' Office in Olympia at (360) 786-6777. To review funding applications, call the Project Manager.

### **Discrimination Is Not Allowed On City-Funded Projects**

Applicants receiving funds from the Office of Arts & Culture must comply with Seattle Municipal Code Chapter 20.44, pertaining to prevention of discrimination in City contracts, and Chapter 5.44, pertaining to license requirements. The complete text of these City codes is available at the City Clerk's office and the Seattle Public Library.

### **Americans with Disabilities Act Applies to City-Funded Projects**

The Americans with Disabilities Act (ADA) is a federal law ensuring access to services and facilities for the differently-abled. The Office of Arts & Culture respects the needs of people with differing abilities and seeks to make available to applicants, participants and all interested persons information regarding the provisions of the Americans with Disabilities Act and its applicability to the activities of our agency. For information about public meetings, accessibility and auxiliary aids, please contact the Office of Arts & Culture at (206) 684-7171 (voice), or (800) 833-6388 (TDD Relay). This agency complies with all federal, state and local laws that prohibit discrimination in employment and services.

### **Office of Arts & Culture Supports Freedom of Expression**

The City believes a community that fosters freedom of speech and thought will advance as a society. Artists play an important role in reflecting and challenging social concerns of the day. The strength of the United States as a nation rests in its tolerance of divergent opinions and ideas. Government support of the arts must similarly tolerate a spectrum of ideas and encourage freedom of thought.

### **Office of Arts & Culture Respects Diverse Cultures**

The Office respects and seeks to achieve cultural and aesthetic diversity in its programs and administration through:

- Ensuring culturally diverse representation in decision-making through attention to cultural diversity in panel selection, hiring of staff and Commission appointments.
- Developing policies, documents and procedures that remove barriers to participation.
- Encouraging arts organizations to broaden representation in all aspects of serving their mission.
- Identifying ongoing needs and opportunities within the arts for involving diverse cultures and underserved audiences and artists.

## **Commitment to Racial Equity –**

### **The Office of Arts & Culture affirms that**

- All people, their culture, and their art contribute to the meaning and understanding of our humanity, our society and our planet, and should be honored and celebrated.
- Artists, their art, their process, and the organizations they create and support play a unique role in witnessing and providing inspiration and strategies to eliminate societal inequity and injustice.
- Policies, practices and procedures, both intentional and inadvertent, have resulted in unequal access to education, housing, transportation, healthy food, cultural spaces, and countless other resources for African, Black, Latino(a), Asian, Pacific Islander, Arab, and Native American communities and artists. This systemic, unequal access to opportunity has resulted in generations of unjust and inequitable outcomes for communities of color. The result is an ongoing pattern of oppression and structural racism.
- These social inequities continue to be reflected in the programs, policies and practices of most organizations, including those working in the in arts and cultural community. Therefore, in order to create a more equitable society, funders, arts organizations, and artists should take explicit actions to change our policies, practices, structures and norms.

### **The Office of Arts & Culture believes that**

- Recommended solutions of the past, which have focused on diversity rather than racial equity, have not resulted in equitable access to opportunities and outcomes for artists and people of color nationally or locally.
- Addressing historic injustices is a vital component of achieving equity for communities of color.

**Therefore, the Office of Arts & Culture, in partnership with the Office for Civil Rights,** is committed to role modeling best practices in dismantling, and working to educate arts and cultural organizations on institutional and structural racism. We are committed to addressing and increasing community-wide awareness about existing inequities so that we, along with our cultural and community partners, can most effectively work together toward a vision of racial equity.

*(This statement is inspired by and adapted from Grantmakers in the Arts' Racial Equity in Arts Philanthropy: Statement of Purpose.)*